



**DEVELOPMENTAL DISABILITIES PLANNING COUNCIL
Administrative/Planning Standing Committee
MINUTES**

August 12, 2010
3:30 P.M. – 5:00 P.M.
Developmental Disabilities Planning Council
3839 North 3rd Street, Suite 306
Phoenix, Arizona 85012

A standing committee meeting of the Developmental Disabilities Planning Council (DDPC) was convened on August 12, 2010 at the DDPC office, 3839 North 3rd Street, Suite 306, Phoenix, Arizona 850012. Notice having been duly given. Present and absent were the following members of the DDPC.

Members Present

Edward Myers, Chair Susie Cannata, Co-Chair Barbara Brent Richard Carroll – Telephone Colette Chapman - Telephone	David Cutty Joyce Millard Hoie
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Staff/Guests Present	Members Absent
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Larry Clausen, Executive Director Roberta Blyth, Fiscal Manager	David Copins Karla Phillips
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A. Call to Order:

Edward Myers Called the meeting to order at 3:30 P.M. It was noted that a quorum had been achieved, allowing the meeting to proceed.

B. Approval of Minutes

Edward Myers called for a review of the April 28, 2010 meeting Minutes reflecting activities of the meeting when the Committee last convened.

- Motion was made by David Cutty to accept the Minutes as written.
- Motion seconded by Barbara Brent.
- No further discussion was held and Edward Myers called for a vote. Motion carried. The Minutes were approved by unanimous decision of members.

C. Review of Council Policies and Procedures

Edward Myers called for a review of Council policies and procedures. Larry Clausen presented the policies as developed for sections 100, 200, 300, and 400. Members asked for a copy of the previous Council's policies which were provided for comparison purposes. Upon review, the Committee asked for the following revisions:

- 130 - Annual Review: Place a period at the end of the first sentence.
- 150 - Code of Conduct: Add language regarding Council member's representation of the Council in public and private citizen capacity; develop a supplemental policy regarding Council member involvement with the media when representing the Council.

- 220 - Duties of Governing Authority: Add language specifying that Council staff will provide information to the Council regarding the establishment of Memorandums of Understanding, Interagency Service Agreements and other written agreements that reflect the activities and position of the Council.
- 260 - Council Member Travel: Provide additional detail on how Council members will provide information to Council staff on additional or alternative funding available to them if traveling on Council business using Council monies to pay for lodging, transportation and food costs.
- 280 - Open Meeting Law: Delete the last sentence of the 3rd paragraph to clarify the policy as written.
- 290 - Minutes from Council Meeting and Standing Committee Meetings: In the final paragraph strike "mechanical recorder" and replace with "electronic/digital methods". Also add a statement noting the minutes for Executive Sessions will not be available in the public record or to the public in accordance with the guidelines established in the Arizona Open Meeting Law.
- 295 - Reasonable Accommodations: Make general language changes in the policy to clarify and emphasize the need to achieve reasonable and effective results in accommodation.
- 420 - Conflict of Interest: Make additions to the policy which encompasses a broader description of conflict of interest, consistent with the policy used by the previous Council.
- 460 - Dissolution: Strike reference to the "Governor's Developmental Disabilities Planning Council" and replace with "Developmental Disabilities Planning Council".

Larry Clausen indicated that he would complete all revisions to policies and resubmit them to Committee members prior to the next scheduled meeting of the Committee.

D. Future Meeting/Agenda Items

Edward Myers asked Committee members if they would like to reconvene for another Committee meeting prior to the full Council meeting scheduled for Thursday, September 16, 2010. The supplemental meeting would be used to review and make final recommendations to the full Council for implementation of policies. After discussion, Committee members decided that a teleconference would be the best option, originating from the Council office. Wednesday, September 8, 2010 at 2:00 P.M. was selected as the meeting date and time.

E. Call to the Public

Edward Myers made a call to the public for comments or questions. With no public present, no response received to the call.

F. Adjournment

With no further Committee business, Edward Myers call for a motion to adjourn

- Motion made by David Cutty.
- Motion was seconded by Susie Cannata
- No further discussion was held and Edward Myers called for a vote. Motion carried. Members unanimously voted in the affirmative and the meeting was adjourned at 4:55 P.M.